

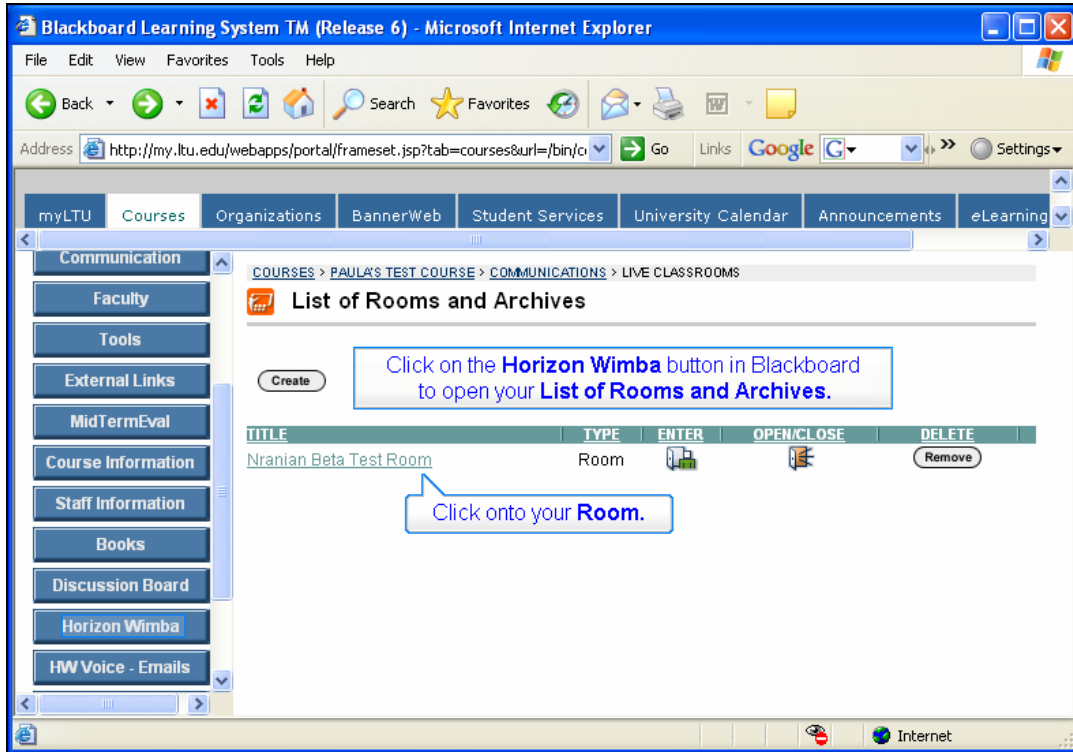
Horizon Wimba
Tutorial
Creating Folders

Horizon Wimba Tutorial

Creating a New Content Folder

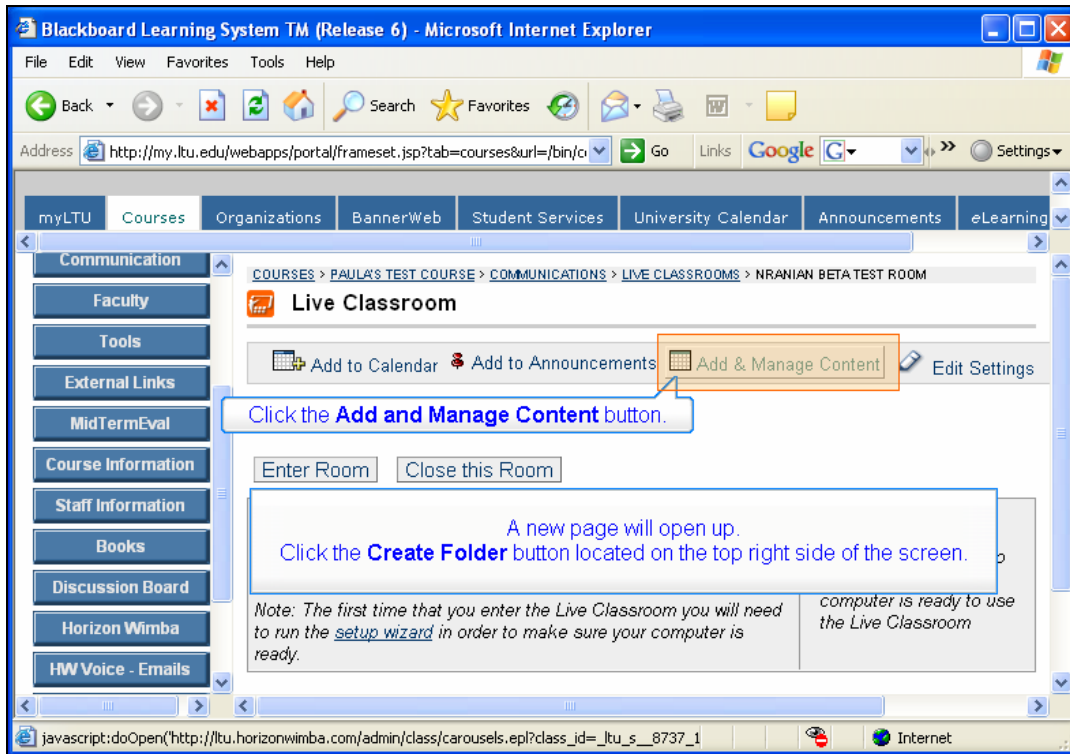
- You are initially provided with **2 default content folders** when a room is first created
- To organize your content you can create an unlimited number of content folders in your room

Creating a New Content Folder



Slide 3

Text Captions: Click on the Horizon Wimba button in Blackboard to open your List of Rooms and Archives.
Click onto your Room.

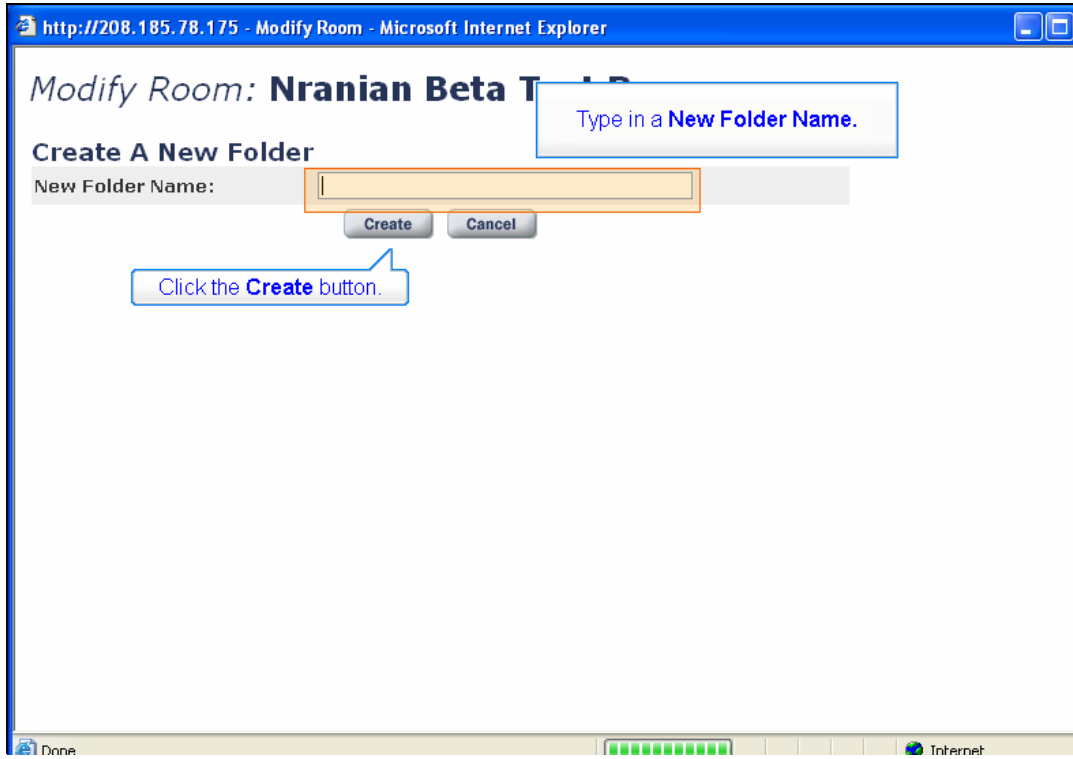


Slide 4

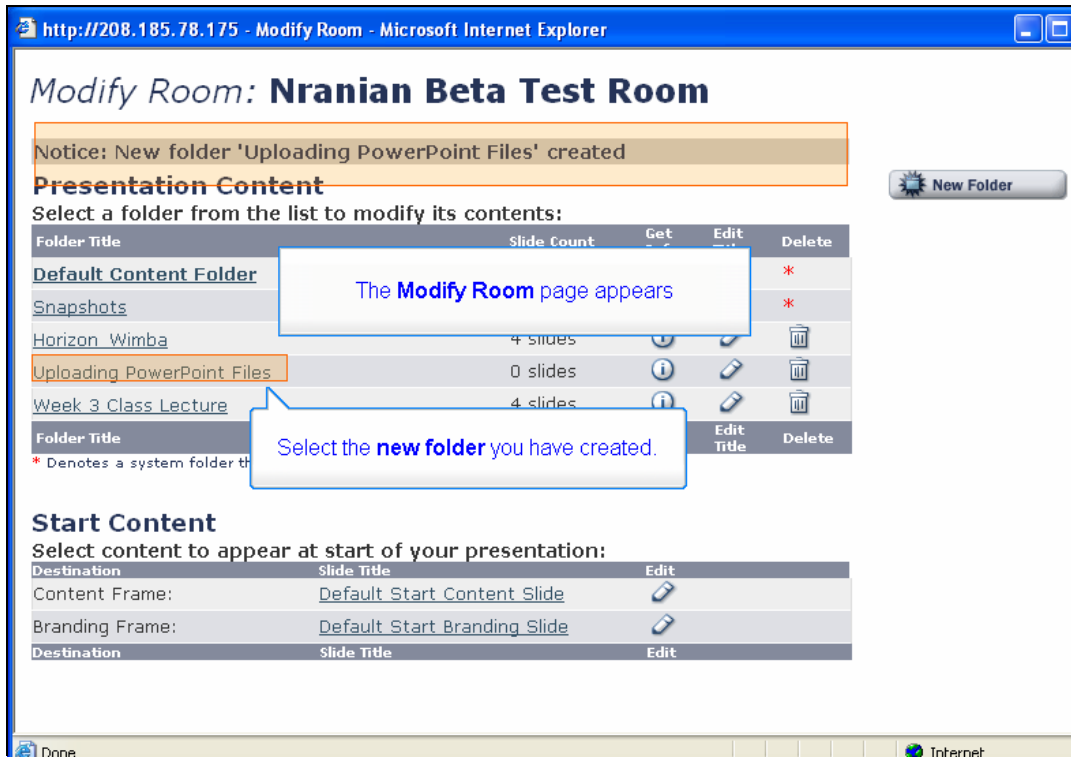
Text Captions: Click the Add and Manage Content button.

A new page will open up.

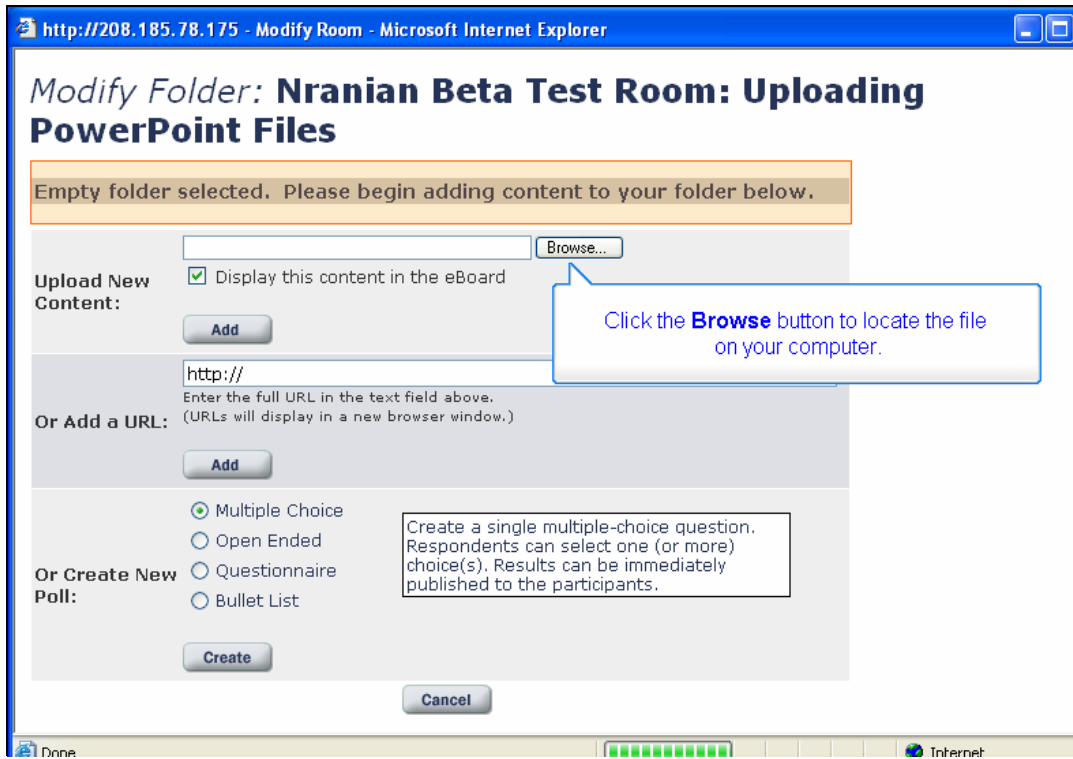
Click the Create Folder button located on the top right side of the screen.



Slide 5
Text Captions: Type in a New Folder Name.
Click the Create button.

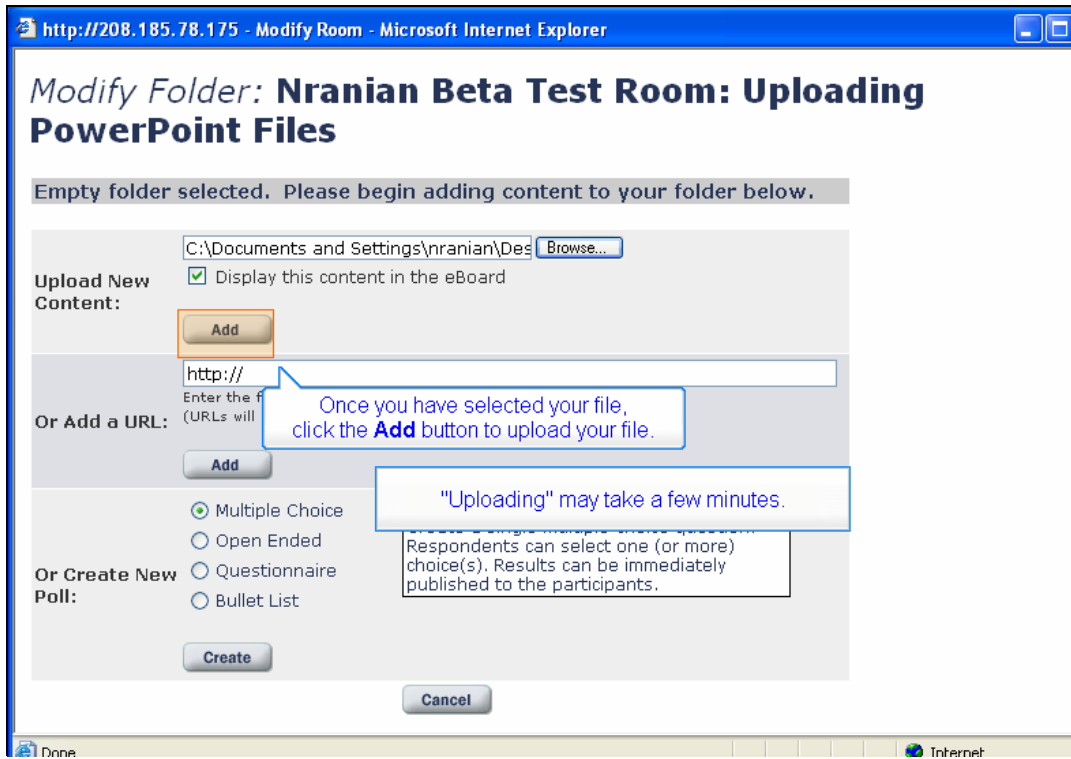


Slide 6
 Text Captions: The Modify Room page appears
 Select the new folder you have created.



Slide 7

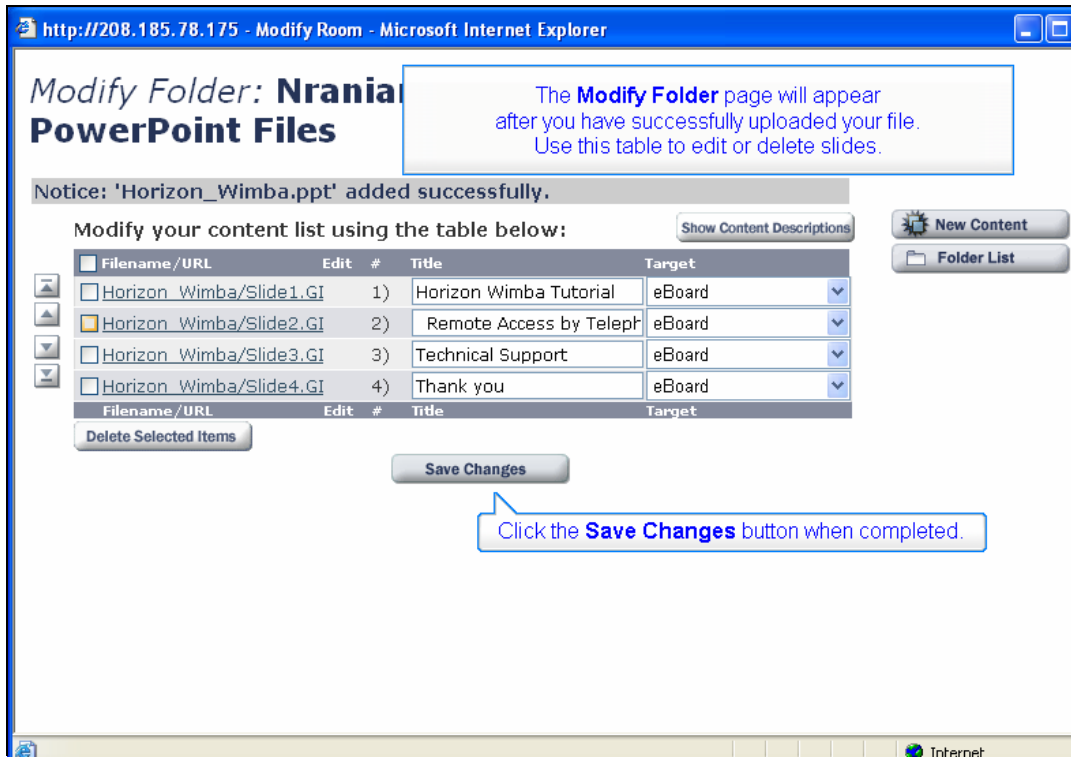
Text Captions: Click the Browse button to locate the file on your computer.



Slide 8

Text Captions: Once you have selected your file, click the Add button to upload your file.

"Uploading" may take a few minutes.



Slide 9

Text Captions: The Modify Folder page will appear after you have successfully uploaded your file. Use this table to edit or delete slides. Click the Save Changes button when completed.

Technical Support

Horizon Wimba provides 24/7 technical support for faculty and students

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Technical Support

Thank you



Thank you